
Attorney Lounge Reservations

5/2009

Members of the Delaware Bar may make reservations for the use of an Attorney Lounge (formerly Attorney Conference Room) located in the J. Caleb Boggs Federal Building.

To check on availability of an attorney lounge or ask questions regarding reservation procedures, please call the Clerk's Office Help Desk at 573-6170.

All new reservation requests, as well as changes or cancellations regarding an existing reservation must be submitted via e-mail to a designated court e-mail address.

General Guidelines

- An Attorney Lounge may be reserved by a member of the Delaware Bar on a first-come, first-served basis, for up to 8 hours daily (between the hours of 8:30 AM and 4:30 PM). Preference will be given to attorneys/firms participating in a trial. In order to accommodate multiple trials and opposing counsel, reservations are restricted to one room per side.
- To make a new reservation, change or cancel an existing reservation, submit a Reservation/Change/Cancellation request form via e-mail attachment, to AttorneyLounge@ded.uscourts.gov . The reservation form may be completed by filling in the form and re-saving it in pdf format under a new name. You will receive a confirmation e-mail from a member of the Intake/Help Desk staff.
- Reservations may be made up to six months in advance, and should be amended if changes are required, or cancelled if no longer needed.
- An attorney lounge may also be used without a reservation on an "as available" walk-in basis.
- Boxes, papers, perishable food items and/or personal belongings must be removed at the end of each day. There are no accommodations for overnight storage.
- The requesting attorney or designated representative must sign out their room key at the Intake Help Desk, Room 4209. Keys must be returned to the Help Desk at the end of each daily reservation, not later than 4:30 PM.